

SUTTONS BAY TOWNSHIP
Parks and Recreation Committee Bylaws
Adopted: July 14, 2021
with proposed amendments-March 9, 2022

Section 1. Purpose:

The purpose of the Suttons Bay Township Parks and Recreation Committee is to assist the Township Board by communicating directly through the Township's Parks Supervisor about park and recreation needs and programs for the residents of the township.

Section 2. Specific Committee Responsibilities:

- ~~Offer~~ *Work with advice* to the Parks Supervisor regarding potential development, redevelopment or expansion of both existing or new recreational programs and facilities by planning for short term and long- term parks and recreational needs.
- Assist ~~with~~ in establishing policies, rules, and regulations with which parks and recreational programs may operate.
- ~~Assist~~ *Work with* the Parks Supervisor in the development and completion of the five-year "Suttons Bay Township Community Parks, Recreation, and Open Space Plan".
- Volunteer to provide direct physical assistance (volunteer "helpers" or "workers") with projects, maintenance, repairs and construction of facilities and grounds in all township parks as scheduled by the Parks Supervisor.
- Conduct community surveys and host public hearings whenever required or appropriate to assist in setting priorities, with grant writing, and recommending plans for expanding park programs and facilities.
- ~~Assist in~~ *Committee investigates opportunities* for identifying funding alternatives and other resources for the operation, expansion or maintenance of parks and programs.
- ~~Work with the Parks Supervisor to develop annual budget for all parks to include regular maintenance (grass cuttings, landscaping, road and trail repair, etc.); services (Porta-johns, waster containers); and special projects. A draft budget agreed upon by the committee will be provided to the Township Board before the February meeting.)~~
- Assess at all times the safety and security of all parks and recreation facilities.
- Assist with adjudicating complaints, disputes or other grievances from the public arising out of parks and recreation activities.
- Serve as township advocates for current township parks and recreation programs while encouraging usage and support.
- Review and evaluate the Bylaws annually or as needed.

- Perform other duties and responsibilities as requested by the Township Supervisor and/or the Township Board.

Section 3. Membership:

1. The committee is composed of up to **nine (9)** residents of the township (including the Parks Supervisor and Assistant) approved by the Township Board. In addition to the nine (9) residents up to four (4) ad-hoc non-voting residents or non-resident persons may also be included on the committee whenever the committee deems their attendance would be helpful and/or appropriate.
2. Each Board appointed committee member serves at the pleasure of the Township Board for a period of three (3) years. Members may be reappointed for additional terms by the Township Board.
3. No individual committee member may act in an official capacity except through the decisions and actions of the entire committee.
4. Any member who is absent for four (4) consecutive meetings may be removed from the committee unless the absence is due to personal illness, personal injury or a family emergency. The committee member must notify the Chairperson or Parks Supervisor at least twenty-four (24) hours before the next meeting in order to have an Excused Absence. Three (3) Unexcused Absences will result in removal from the committee.
5. The township's Parks Supervisor reports directly to the Township Board and is their official representative on the committee. The Parks Supervisor is considered a member of the committee and ~~but may not~~ may vote on any matter. *Likewise, the Parks Supervisor is the official representative of the committee to the Township Board and shall represent the voting views of the committee. The Parks Supervisor shall accurately report on any votes taken during the committee meetings at the Township Board.*

Section 4. Officers and Duties:

Annually at the first meeting in January the committee will elect from its membership a Chairperson, Vice-Chairperson, and Secretary. The Parks Supervisor will not serve as an officer.

Chairperson: Presides over all meetings and appoints committee members to sub-committees as necessary and may schedule Special Meetings whenever necessary.

Vice-Chairperson: Shall act in the absence of the Chairperson.

Secretary: Shall act in the absence of the Chairperson and Vice-Chairperson. Will record Minutes of each committee meeting and forward a draft copy to the committee members, Township Board, and Parks Supervisor no later than twenty-four (24) hours (whenever possible) before the same month's Township Board meeting. (This assumes the Township Board meeting follows the park and recreation committee meeting by no less

than one (1) week.) Draft Minutes from the park and recreation committee meeting will be approved at the following months meeting. The Secretary is responsible for keeping all attendance records of committee members as noted in the Minutes.

Section 5. Meetings:

1. The regular meetings of the Parks and Recreation Committee will be held according to the committee's established and approved yearly schedule. Following final approval by the committee of their Meeting Schedule it will be published and posted under requirements set forth within the Open Meetings Act.
2. All meetings will require a quorum of ~~at least five (5)~~ eligible voting members in attendance in order to conduct business and make decisions. Meetings held with less than a quorum will be discussion sessions only where no votes will be taken.
3. Meetings will be conducted under generally accepted Parliamentary rules as described in Robert's Rules of Order.

Section 6. Compensation:

Appointed members of the committee will be compensated for their service as approved by the township Board.